

for Migrant Workers



Know Your Rights

日本語, English, 中文, 한국어, ມັນຍາ, ພົມມະກົມ

Indonesian, Português, Tiếng Việt, ລາວ



- » Regardless of your nationality or Status of Residence, your rights as a worker are protected under Japanese laws. These laws still apply even if you have lost your status.

- » This pamphlet is produced by the Societas Research Institute, Hashimoto Foundation in Okayama, with support from Fukuyama Union Tanpopo and the Okayama Public Law Office.



Learn about your rights as a worker and seek help when needed

This booklet provides an introduction to your rights as a worker recognised by law. If you're facing difficulties in getting your rights recognised at work, please don't hesitate to contact the consultation desks on the back page.

1

Contract

koyō keiyakusho

- Get a copy of your contract and check it**
- Please keep your contract**

Your employer should give you a printed contract, preferably in the language of your choice. Contracts specify the details of your employment (e.g. wages, working hours, working conditions).

» A contract is an agreement outlining your rights and responsibilities. Your employer should provide you with a written document detailing your working conditions when you start a new job. If you are denied a translated copy, ask for a verbal explanation while taking notes.

2

Wages

kyūyo • kyūryō

- Are you paid at least the minimum wage?**
- Are you paid directly, once a month?**

Wages must be paid directly to you, not via an intermediary (in cash or via bank account). Wages must be paid at least once a month on a fixed date specified in your contract.

» The minimum wage is the lowest amount employers must pay workers, calculated by the hourly wage. Rates vary by prefecture and industry. In case there is a difference, the higher minimum wage applies to you. As of December 2025, the minimum wage in Okayama Prefecture is 1,047 yen.

3

Payslips

kyūyo meisai-sho

- Get a payslip with your wages and check it**
- Please keep your payslips**

If there are unauthorised deductions from your pay, you should seek consultation immediately.

» A payslip shows how much you were paid and any deductions made by your employer. Legally, employers can only deduct taxes, insurance, or agreed-upon deductions mentioned in your contract. Your employer is required to give you a payslip (printed or digital).

4

Overtime

zangyō

- Do you get an increased wage for overtime?**
- Keep note of the days and hours you work**

You're entitled to increased wages for working overtime, at night, or on holidays. Increased wages range from 1.25 to 1.75 times your regular hourly wage.

- >>** Regular working hours are defined by law: 8 hours a day and 40 hours a week. If your employer asks you to work beyond these limits at night or on holidays, it's considered overtime. Check the overtime rates that apply.

5

Paid Leave

yūkyū kyūka

- You're eligible for paid leave if you've worked for 6 months with 80% attendance**

You don't need to disclose leave reasons to your employer.

Employers cannot treat you unfairly for requesting leave, but they may ask you to change leave dates.

- >>** National holidays and paid leave will not affect your pay. Employees are also entitled to family-related leaves such as childcare and maternity leave. Check your employment regulations.

6

Days Off

kyūjitsu

- Check your company calendar for days off and holidays**

Your employer must provide you with at least one day off a week or a minimum of four days off during a four-week period.

- >>** A day off is when there is no work obligation. Check the days off when you start working by looking at the company calendar or work regulations.

7

Breaks

kyūkei

- Are you able to take breaks during work?**

Your employer must provide you with a 45 minute break if you work 6+ hours, or a 1 hour break if you work 8+ hours.

- >>** Break is your guaranteed time away from work tasks and the workplace. It cannot be compensated by wages.

8

Harassment harasumento



Please refer to the MHLW's multilingual resources about harassment and the Equality Act.



Save all evidence of harassment* (e.g. what happened, who, when, how)

Save video or audio recordings, text messages, or emails that evidence the harassment. Employers are obligated to ensure your safety and are not allowed to penalize you for reporting harassment.



*Can be physical acts (e.g., kicking, punching, inappropriate touching) as well as verbal or psychological (e.g., abusive, threatening, discriminatory language) along with intimidation or coercion. If you are being harassed or feel unsafe at work, please seek consultation.

9

Dismissal kaiko



Dismissed unexpectedly? Request a certificate of reasons from your employer

Your employer should provide either 30 days' dismissal notice or 30 days' wages. If your company asks you to resign, but you wish to keep working, you have the right to decline the request.



Your employer cannot dismiss you for reasons such as taking leave for work-caused or related injuries, pregnancy and childbirth, among others. You have the right to contest unfair dismissals.

10

Resignation taishoku



Please refer to the MHLW's multilingual resources about leaving employment and unemployment insurance.



You have the right to resign and employers are not allowed to prevent you from resigning

Rules for resigning vary based on your contract type, so you should check your company procedures. If your actual working conditions differ from your contract, talk to a support organisation. You also have the right to quit.



You should receive 1. Employment Insurance Card, 2. Pension Handbook, 3. Withholding Tax Slip, and 4. Certificate of Separation from your company (if unemployed). If you are prevented from resigning, save the evidence and seek consultation.

11

Unions rōdō kumiai



All workers have the right to join and get help from labour unions

Your employer is not allowed to threaten, dismiss, or treat you unfairly for joining or consulting a union.



A union is different from a supervising organisation (kyōdō kumiai). If you face issues at work such as unpaid wages or harassment, you can contact a labor union for consultation.



Free Consultation Desks

To reach out to government-provided consultation desks, please contact the following organisations. If do not know which organisation to consult or would like an interpreter, please contact OPIEF:

OPIEF (Prefectural International Exchange Foundation)



The Okayama prefectural support center for migrants can help you decide which organisation to consult for your situation and also provide interpreters. Multilingual consultations are available by phone or email.

 Languages: 日本語, Easy Japanese, English, 中文, Português, Tiếng Việt, Tagalog, 한국어, Bahasa Indonesia, ภาษาไทย, नेपाली, Español

 **0120-007-173 (Easy Japanese)**

 2-2-1 Hokancho, Kita Ward, Okayama (Monday to Saturday: 9:00-17:00)

HelloWork Okayama (Employment Service Office)



A government institution (MHLW). Offers employment consultations and assistance with applying for unemployment insurance benefits in multiple languages for migrants at offices in Okayama, Kurashiki, and Soja.

 Languages: 日本語, Easy Japanese, English, Português

 **086-241-3701 (Easy Japanese)**

 1-1-20 Noda, Kita Ward, Okayama (Monday to Friday: 8:30-17:15)

Okayama Labour Standards Inspection Office



A government institution (MHLW). Offers consultations for migrants regarding various labour issues, such as unpaid wages or sudden dismissals, in multiple languages via phone or in person at their Okayama office.

 Languages: 日本語, Easy Japanese

 **086-283-4540 (Easy Japanese)**

 2-11-20 Daiku, Kita Ward, Okayama (Monday to Friday: 8:30-17:15)

Labour Bureau Foreign Workers Consultation Corner



A government institution (MHLW). Offers multilingual phone consultations about labour issues, including power harassment, sexual harassment, maternity harassment, and childcare/nursing care leaves.

 Languages: 日本語, Easy Japanese, English, 中文, Tiếng Việt

 **086-201-1651 (Easy Japanese)**

 1-4-1 Shimoishii, Kita Ward, Okayama (Monday to Friday: 9:00-16:30)

To reach out to independent / third-sector consultation desks, please contact these organisations:

Fukuyama Union Tanpopo



An labour union in Fukuyama, Hiroshima. Offers free consultation on issues like workplace harassment, job changes, industrial accidents, and more. All workers are welcome, including migrants without status (i.e. overstay). To contact, send a message via Facebook.

- Facebook Messenger: 日本語, Easy Japanese, 中文, Tiếng Việt, ລາວ, Indonesian, or an interpreter
- 084-928-5055 (Easy Japanese)** / Urgent Consultation: 090-2860-4737 (Muto)
- fukuyama-u-t@mx71.tiki.ne.jp
- 4-1-25 Kasumicho, Fukuyama, Hiroshima (Everyday / Open all year around: 10:00-18:00)

Okayama Labour Union (Okayama kenrō kaigi)



A labour union in Okayama. Offers workers consultation concerning any aspect of their daily lives and troubles at work. All workers are welcome, including migrants without status (i.e. overstay).

- Languages: 日本語, Easy Japanese, or an interpreter
- 086-221-0133 (Easy Japanese)**
- Okayama Workers Welfare Center 3F 5-6 Kasugacho, Kita-ku, Okayama

What is a union?



Unions are independent* organisations for workers. They work to protect the rights of workers, improve working conditions and the workplace environment. *Unions are independent from governments, companies, kanri dantai, kyōdō kumiai, etc.

If you have any issues at work, such as not feeling safe, power harassment, sexual harassment, not being paid for overtime, unions can negotiate with your company on your behalf.

Regardless of nationality or immigration status, all workers have the right to consult, join, and seek help from labour unions. The law prohibits companies to threaten, dismiss, or treat you unfairly because you have joined a union.

For paid legal consultation about labour-related issues, please contact the law office below.

Okayama Public Law Office



A law firm that provides legal consultations for migrants, including those without status. Topics cover debt, work, accidents, divorce, and status/visa issues. Consultation fee: ¥5,500/40 mins. Reserve by phone or online.

- Languages: 日本語, Easy Japanese, or an interpreter
- 086-221-0133 (Easy Japanese)**
- Okayama Workers Welfare Center 2F 5-6 Kasugacho, Kita-ku, Okayama (Monday to Friday: 9:00-18:00)

Seeking Support

Seeking advice and support from local governments, volunteer organisations, and labour unions is your right. It's illegal for a company to mistreat or dismiss you because you sought help for work issues.

If your rights are not being recognised at work or if you have questions about your work conditions, please consult a support organisation.

Before seeking advice, it's advisable to check your Status of Residence (zairyū shikaku) and passport, as possible solutions may vary. You don't have to give up even if you don't have a Status of Residence.



Consultation topics include:

- Unpaid wages
- Not paid the Minimum Wage
- Unpaid overtime work
- Lack of payslips detailing deductions
- Unable to take paid leave or breaks
- Power harassment or unfair treatment
- Sexual harassment
- Harassed or dismissed for being pregnant
- Sudden dismissal
- Being threatened when trying to resign
- Being threatened for joining a labour union
- Other labour-related issues

Your rights
matter.
You are not
alone.